

CITY AUDITOR

DISTINGUISHING FEATURES

The fundamental reason the City Auditor exists is to plan, perform, and direct comprehensive financial, compliance, and operational audits of City functions and contracts and oversee the operations of the Auditor's Department. This classification supervises the professional and support staff in the Auditor's Department. Work is performed with considerable independence and reports to the City Council.

ESSENTIAL FUNCTIONS

Researches and develops an annual internal audit work plan in accordance with City Council priorities.

Develops and monitors an annual internal audit operating budget.

Assigns and supervises the work of professional staff and evaluates their performance.

Develops audit programs to insure that financial statements are accurate and comply with City policies, effective internal controls are in place and functioning properly, and operating policies and procedures beneficial to the City are enforced.

Directs and conducts comprehensive financial, compliance, and operational audits of City functions and contracts in accordance with accepted auditing standards and practices.

Performs special audit studies as requested by City Council.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of auditing, accounting, and internal control systems;
principles and practices of management.

Ability to:

Learn relevant laws and regulations governing City funds and operations;
communicate orally and in writing with City Council, City management, auditees, and the public to ensure timely information of audit activities, findings, and recommendations;
produce written reports with clearly-organized thoughts, using proper sentence construction, grammar, and punctuation;
prepare and clearly explain complex financial and administrative reports;
exercise independent judgment to make audit recommendations;
operate a variety of standard office equipment, including a personal computer, that require continuous and repetitive eye and arm or hand movement;
tactfully handle controversial situations;
use a personal computer, a variety of computer software, and other equipment essential to performing daily activities;
maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to five years of recent experience in auditing, accounting, or related field, preferably in municipal or public accounting, including at least two years as an audit supervisor or manager, a bachelor's degree in accounting or a related field and professional certification as Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner, or related certification.

